



## Ohio Department of Mental Retardation and Developmental Disabilities

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**Ted Strickland, Governor**

**John L. Martin, Director**

April 22, 2008

To: County Board, Provider and Advocacy Leadership  
From: Patrick Stephan, Deputy Director, Medicaid Development and Administration, ODMRDD

**Subject:** Enhancements in the Daily Rate Application (DRA)

ODMRDD is pleased to announce the ability to separate and store historical data in the system for the Daily Rate Application (DRA).

Initially, changes in the DRA simply overrode the initial data, and did not clearly separate the new service information from the old.

Thanks to the efforts of both county board and provider stakeholders in explaining the value of tracking service utilization patterns for both current and past planning periods. The DRA now allows all parties the ability to separate future plans for service usage from earlier periods without muddling the two sets of data together.

Both county boards and providers will notice changes to the application to accommodate tracking of data entered. From the county board perspective the modifications include the ability to edit existing sites and track data previously entered for the site. A prorated planning period option has been added for county boards in order to minimize the need for revisions to provider billing files. E-mail notification to providers of changes to site costs has been added to the application in order to facilitate communication of changes between counties and providers.

Modifications to the provider side include several visual cues that alert providers when a change affecting billing has been made to site costs by the county board. Cases where the actuals need to be recalculated due to a change are noted via the cues. If re-generated provider actuals are used, these claims can be submitted in the same manner as original claims.

The application uses color coded cues to alert counties and providers to situations that require follow-up attention. Users of the application should refer to the applicable User's Guide for more information about the visual cues.

Information is also accessible within the DRA application. Users are encouraged to visit the department daily billing unit web page in order to review applicable training materials.

Please know based on feedback and experience gained from provider and county board users, additional enhancements may be added to the system, such as reporting capabilities and other operational improvements. As these additional enhancements are added, we will have an ongoing dialogue with the field to assure them of the merits of these alterations. It is not anticipated these enhancements will require re-entry of existing data in the system.

## **Daily Rate Application (DRA) Guidance**

The information listed below will assist you in the use of the DRA. Additional training materials can be found on the ODMRDD web site at: <http://odmrdd.state.oh.us/common/dra.htm> .

In creating this initial round of guidance, ODMRDD used questions and comments received from the MRDD field. Additional materials on the DRA will be sent to stakeholders in the coming weeks as we continue the commitment to resolve any outstanding issues identified. In addition, ODMRDD's Regional Consultants have been involved in this process in order to continue as ODMRDD's first line of assistance to counties and providers. As an additional access point for help, ODMRDD has created a Daily Rate Program Support Email ([dailyrate-support@odmrdd.state.oh.us](mailto:dailyrate-support@odmrdd.state.oh.us)). Please use these guide to clarify ongoing issues, and ODMRDD will use your feedback in the development of future materials.

### **Site spans**

- The site span is defined as a period of time where the costs and services of a home are defined for a given period of time for a defined set of individuals.
- The DRA site span is not required to align with the neither the PAWS nor the waiver spans of the people living in a site, but should align with the cost projection tool spans.

### **Delete v. remove an individual in the DRA**

- In the DRA, 'delete' means to take away a person entered in error.
- In the DRA, 'remove' means that a person is no longer included as one of the individuals sharing services in that site.
- Removing a person, rather than deleting them, allows the system to store the person's association with the site for record-keeping purposes.
- To remove a person, go to the site maintenance area of the DRA and check the box next to the person's name. A history of the person's association will be kept in the DRA application.
- To delete a person who was added to a site in error, please Email the Department at [dra-support@odmrdd.state.oh.us](mailto:dra-support@odmrdd.state.oh.us) with the following information:
  - Name
  - Client number
  - Site number
  - Reason why the person is being deleted

### **Fiscal year break required in the DRA**

- A site span does not need to end because of the ending of a fiscal year.

### **Change the address of a site in DRA**

- A site in DRA is defined as a physical structure where individuals reside and receive services. A site's address should only be changed if an error exists. If residents were moved to another address, then a new site should be created.
- In its current version, the DRA can change the address of non-Licensed sites added using the DRA. Addresses for Licensed facilities must be modified through the Licensure process.

## **Daily Rate Application (DRA) Guidance (cont'd.)**

### **When a person lives in another county**

- When an individual does not live within the county that administers their waiver, the individual's waiver county must coordinate planning efforts with the residence county.
- The resident county creates the site in the DRA because sites are based on their physical location.
- Once the residence county has created the site, the waiver county will have access to view the individual's DRA information.
- The residence county will also retain access to the site and individual's DRA information.

### **Prior Authorization in process**

- All site costs in the DRA are limited to an approved PAWS
- The DRA information will need to be updated once the Prior Authorization decision is finalized.

### **Search capabilities**

- Currently you cannot obtain information about an individual's present or past residences when using the search function.

### **Non-waiver individuals**

- All individuals who are receiving shared services at a site, regardless of funding source, must be included in the site.